

CAREER OPPORTUNITY

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FI\$Cal Project	RELEASE DATE:	December 17, 2008
CLASSIFICATION:	Staff Services Manager I; Associate Governmental Program Analyst; Staff Services Analyst (3 positions)	FINAL FILING DATE:	Until Filled
TIME BASE: CBID:	Permanent/Full Time S01/R01	POSITION NUMBER(S):	333-6034800-001 (1.2.2.1.1); 333-603-5393-701 (1.2.2.1.1.1); 333-603-5157-001 (1.2.2.1.1.2)
SALARY RANGE:	SSM I: \$5,079-\$6,127; AGPA: \$4,400-\$5,348; SSA: \$2,817-\$4,446/Month	TEAM:	Administration Team – Financial Operations Budget Section

DOING WHAT IS BEST FOR THE FUTURE OF CALIFORNIA'S FINANCIAL ENTERPRISE!

Looking for a change? Do you want to do something to make a real difference? Are you ready for a rewarding career with opportunities for growth? Join the Team responsible for changing the financial management of the State of California! The Financial Information System for California (FI\$Cal) is an historic partnership of the Department of Finance, State Treasurer, State Controller and the Department of General Services (the Partners) – its goal is to transform existing budgeting, accounting and procurement systems to optimize the financial business management of the state. The emphasis at FI\$Cal is on the "team" – we value the opinions, experience and contributions of our Team members and partners. Once implemented, this vital Project will allow the state to operate as a single enterprise for the first time in history. Is this a typical Project with a typical job description? Absolutely not! It **is** a typical job description for the FI\$Cal Project. With your passion for implementing change and vision for enterprise-wide thinking, you will take a leading role in achieving our goal to bring Enterprise Resource Planning tools and statewide process improvement to the State of California. You may be asked to make sacrifices; however, the rewards of making such a monumental change in the way the state conducts its financial business will make those sacrifices worthwhile. See the FI\$Cal web site (www.fiscal.ca.gov) for more information about this exciting organization.

FI\$Cal Project positions may qualify for annual retention bonuses, based on criteria established by the Department of Personnel Administration.

THE FI\$Cal PROJECT IS SEEKING MOTIVATED CANDIDATES WITH THE FOLLOWING CHARACTERISTICS:

- ✧ Ability to exercise a high degree of initiative, independence of action, and originality;
- ✧ Ability to learn rapidly, follow directions, and communicate effectively with others;
- ✧ Ability to work unscheduled excess hours if needed to achieve Project goals;
- ✧ Ability to maintain regular, consistent, and predictable attendance.

Candidates must also:

- ✧ Demonstrate good judgment, tact, initiative, and diplomacy;
- ✧ Be highly adaptable – and have the ability to adjust to multiple, changing priorities requiring quick turnaround;
- ✧ Be able to work in a matrix team environment, collaboratively and cooperatively with staff from multiple departments and agencies, and numerous vendors.

DUTIES: The FI\$Cal Project is recruiting a Staff Services Manager I (SSM I), an Associate Governmental Program Analyst (AGPA) and a Staff Services Analyst (SSA) to staff its Administration Team–Financial Operations, Budget Section Team. Under the general direction of the Financial Operations Manager Staff Services Manager II, the Budget Section Team provides the expertise to:

- ✧ Design, develop, and implement processes and procedures for obtaining and maintaining the Project's fiscal resources and budget authority;
- ✧ Oversee and coordinate fiscal tracking, process all contract invoices and provide other contract management

CAREER OPPORTUNITY

activities and monitoring of project deliverable completion status, approving deliverables, and managing the contractor payment process;

- ✧ Prepare control documents, including Special Project Reports, Budget Change Proposals, and Post Implementation Evaluation Reports;
- ✧ Use modes, historical trends, and performance factors to establish volumes, costs, expenses, and budgetary requirements necessary for financial management of the Project;
- ✧ Organize the development of budgets, forecasts, business plans, cost estimates and other related financial reports and analysis as required; and
- ✧ Provide back up to other Team members, as necessary, to ensure continuity of project activities.

DESIRABLE QUALIFICATIONS:

- ✧ Experience providing contract management support for state and external vendors;
- ✧ Experience in preparing control documents, including Special Project Reports and Budget Change Proposals;
- ✧ Budget experience developing project budget projections and cost estimates, and budget monitoring;
- ✧ Experience in independently developing written communications for state and external vendors;
- ✧ Experience using all of the following: Microsoft Word, Project, Excel, and Access;
- ✧ Knowledge and understanding of the state's information technology reporting requirements;
- ✧ Excellent analytical abilities;
- ✧ Knowledge of governmental accounting requirements;
- ✧ Accomplished written and verbal communication skills;
- ✧ Understanding of the State Administrative Manual and the Uniform Codes Manual;
- ✧ Understanding of CALSTARS reports, systems, processes, and procedures; and
- ✧ Knowledge and experience in CALSTARS operations.

WHO MAY APPLY: Current State employees at the SSM I, AGPA or SSA level, those within transfer range, or individuals who have list eligibility. Position(s) may be downgraded for recruitment purposes. Training and Development Assignments or TAUs may be considered. In Section 12 of the State Application (STD 678), indicate the basis and proof of your eligibility (i.e. list, transfer, reinstatement, etc.). Appointments may be subject to SROA/surplus restrictions.

THIS RECRUITMENT MAY BE USED TO FILL MULTIPLE POSITIONS. IF THERE IS MORE THAN ONE POSITION LISTED ABOVE IN "DUTIES", PLEASE INDICATE IN THE JOB TITLE SECTION OF THE STATE APPLICATION THE SPECIFIC POSITION(S) IN WHICH YOU ARE INTERESTED. YOU MAY ALSO LIST ANY OTHER FI\$Cal VACANCIES WITHIN THIS CLASSIFICATION THAT ARE NOT A PART OF THIS RECRUITMENT FOR WHICH YOU ARE INTERESTED.

LOCATION OF WORK: Positions are headquartered at the FI\$Cal Project which is currently located within the Department of Finance's offices at 915 L Street, Sacramento. However, the Project will be relocating to a new facility along the Highway 50 corridor in the Rancho Cordova area in the near future. *It is anticipated that there will be free parking at the new site.*

SEND APPLICATION AND RESUME TO:

Rick VanLandingham
 FI\$Cal Project
 915 L Street, Suite 1190
 Sacramento, CA 95814

Telephone (916) 445-8918

TDD*: (916) 324-6547

E-mail: fiscal@dof.ca.gov

ADDITIONAL INFORMATION: For general information about the FI\$Cal Project, visit: <http://www.fiscal.ca.gov>

Please e-mail requests for specific information regarding this recruitment or other FI\$Cal vacancies to:
fiscal@dof.ca.gov

APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE SCHEDULED FOR INTERVIEWS. ALL APPOINTMENTS ARE SUBJECT TO APPLICABLE PERSONNEL RULES.

This position may be excluded. Pursuant to Government Code 11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1977. The Finance Privacy Policy is posted on the Department's website at www.dof.ca.gov. California relay (telephone) service for the deaf and hearing impaired From TDD* phones: (800) 735-2929 From Voice phones: (800) 735-2922 *TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.